



## Town of Amherst Planning Board - SPP

# Special Permit Planning Application

For Office Use:

Application #: \_\_\_\_\_

Received By: \_\_\_\_\_ (signature)

Date Filed: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Decision/Date: \_\_\_\_\_

File this completed form with **Special Permit Planning fee of \$200** and **legal ad fee of \$75**.

### APPLICANT INFORMATION:

Name of Applicant: \_\_\_\_\_

Attorney/Architect/Engineer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### Property Information:

Street Address/Description: \_\_\_\_\_  
\_\_\_\_\_

Owner of Property: \_\_\_\_\_

Assessor Map/Parcel(s) #: \_\_\_\_\_

Address of Owner: \_\_\_\_\_  
\_\_\_\_\_

Zoning District(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

Applicable Zoning Bylaw Section: \_\_\_\_\_

Email: \_\_\_\_\_

Nature of request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amendment to previously granted permit \_\_\_\_ yes \_\_\_\_ no

Waiver(s) are requested from:

[illegible]

Signature of property owner(s)

[illegible]

Received by the Town Clerk on \_\_\_\_\_ date \_\_\_\_\_ Fee paid \$ \_\_\_\_\_

Received by the Planning Department\_\_\_\_\_

# REQUEST FOR CERTIFIED LIST OF ABUTTERS

**Note: THE ASSESSORS OFFICE REQUIRES 10 BUSINESS DAYS TO PREPARE AN ABUTTERS LIST. WE THEREFORE ADVISE YOU NOT TO SCHEDULE A HEARING UNTIL YOU HAVE THIS LIST.**

## Please Print

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
MAP

\_\_\_\_\_  
PARCEL

\_\_\_\_\_  
OWNER'S NAME

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
STREET

\_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY ST

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CONTACT PERSON & PHONE #

**Please circle type of permit or variance requested:**

- A: Liquor License – Immediate abutters, also 500’ from all borders for churches/hospitals/public & private schools.**
- B: Planning Board – Subdivision or Special Permit - 300’**
- C: Zoning: - Special Permit or Variance Appeals - 300’**
- D: Conservation: -Wetland Hearing - 300’**
- E: Planning - Site Plan Review 300’**

**\*\*Please note that if requesting abutters lists for two different departments for the same parcel, you must fill out separate abutters request forms.**

**NOTE: THE ABUTTERS LIST IS ONLY OFFICIAL FOR A PERIOD OF 30 DAYS FROM THE DATE OF CERTIFICATION BY THE ASSESSOR. AFTER 30 DAYS, YOU WOULD NEED TO REAPPLY FOR A NEW LIST.**

**Abutters fee: \$25.00 Due at time of request**

**Fee Received: \_\_\_\_\_ Date Received : \_\_\_\_\_**

**( ASO002 )**

<p style="text-align: center;"><b>RECEIVED</b></p>
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# ***ATTENTION!***



## **HOMEOWNERS, BUILDERS, CONTRACTORS, LANDSCAPERS & ARCHITECTS**

**Do NOT cut down, remove, or alter any existing TREE, SHRUB, or STONE WALL near a street until you have confirmed that they are *entirely* on private property!**

Under the Shade Tree Act (MGL Ch. 87) and the Scenic Roads Act (MGL Ch. 40, Sec 15C) existing TREES, SHRUBS & STONE WALLS in Amherst are protected in the following areas:

- ☞ On private property if the tree trunk, shrub, or stone wall touches or extends into the public way (the public property that includes the street, sidewalks, and utility corridors); or
- ☞ In the public way, including in front of any private property being prepared/cleared for driveways, construction, connection to utilities, etc.

Violations of these laws can involve **FINES** up to **\$500**, **PLUS** the cost of replacing all trees, shrubs, and walls. Don't take the chance! Ask first.

### **FOR PROPERTY LINE INFO:**

Jason Skeels, Town Engineer  
Public Works Dept.  
586 South Pleasant Street  
Amherst MA, 01002  
(413) 259-3050  
skeelsj@amherstma.gov

### **FOR PUBLIC SHADE TREE INFO:**

Alan Snow, Tree Warden  
c/o Conservation Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3211  
treewarden@amherstma.gov

### **FOR SCENIC ROADS INFO:**

Amherst Planning Dept.  
Town Hall, 4 Boltwood Ave.  
Amherst, MA 01002  
(413) 259-3040  
planning@amherstma.gov

